Navigating the Missouri Merit System:
Tools and Strategies for Managers and Supervisors

What does the program do?

The purpose of the Missouri Merit System Training Program is to communicate a "high-level" understanding of Merit System practices and principles to state supervisors, managers and HR professionals to better prepare them to use the day-to-day human resource management processes that sustain and support the state's workforce.

The program addresses specific topics associated with the Missouri Merit System and best practices in human resource management. Information presented is structured to the viewpoint of the typical supervisor or manager and focuses more on "why" things are done than the technical aspect of "how" things are done.

Who should attend?

The program is designed for those persons who lead, manage or supervise other employees—and who, as a part of their job, use the various Merit processes addressed in this program. However, any state employee who, in the opinion of his or her agency, could benefit from receiving this information may attend with their agency's permission.

How long does the program take to complete?

To allow adequate time to present information on each topic and to provide opportunity to answer questions from participants, the program has been structured to begin at 8:30 AM and conclude at 3:30 PM. However, flexibility in the length of the program will be taken into consideration based upon the needs of the participants who attend.

Enrollment:

Enroll in this program as you would for other Training and Development programs – via the form in this calendar or our secure website at
https://www.training.oa.mo.gov/edenroll.htm

Cost:

There is no cost to attend this program.

Offered on July 25, August 22 and September 6

Competency: Workforce Management

The program consists of information on the following topics*:

- Purpose and History of the Merit System
- Scope and Responsibility of the Appointing Authority
- Position Classification/Reclassification
- Registers and Certificates
- Classified and Unclassified Employees
- Electronic Application System (EASe) Updates
- The Uniform Classification and Pay System
- Time and Leave Reporting
- Hours of Work and Overtime
- Types of Leave and Leave Usage
- Political Activity
- Labor/Employee Relations
- Discipline, Dismissals and Appeals
- The Layoff Process
- Role of the Personnel Advisory Board

* Tentative topics – subject to change

For more information about this program, please contact Training and Development at (573) 751-4514.